

ENVIRONMENTAL TOBACCO SMOKE IN THE OFFICE

WAC 296-800-240 Summary. Your responsibility: To control exposure to *environmental tobacco smoke* in your *office work environment*. You must:

- Control tobacco smoke in your building *WAC 296-800-24005*.
- Control tobacco smoke that comes in from the outside *WAC 296-800-24010*.

Note: This rule does not preempt any federal, state, municipal, or other local authority's regulation of indoor smoking that is more protective than this section.

Definition: Office work environment is an indoor or enclosed occupied space where clerical work, administration, or business is carried out. In addition, it includes:

- Other workplace spaces controlled by the employer and used by office workers, such as cafeterias, meeting rooms, and washrooms
- Office areas of manufacturing and production facilities, not including process areas.
- Office areas of businesses such as food and beverage establishments, agricultural operations, construction, commercial trade, services, etc.

[Statutory Authority: RCW [49.17.010](#), [\[49.17.040\]](#), and [\[49.17.050\]](#) . 01-11-038, § 296-800-240, filed 5/9/01, effective 9/1/01.]

WAC 296-800-24005 Control tobacco smoke in your building. Exemption: The minimum criteria specified in this rule do not apply to outdoor structures provided for smokers such as gazebos or lean-tos.

You must:

- Prohibit *smoking* in your office work environment or
- Restrict *smoking* inside your office work environment to designated enclosed smoking rooms that meet the following minimum criteria:
 - ✓ Identify *smoking* rooms clearly with signs.
 - ✓ Make sure the designated *smoking* rooms are not in common areas, such as:
 - Places where nonsmoking employees are required to work or visit
 - Restrooms
 - Washrooms
 - Hallways
 - Stairways
 - Cafeterias/lunchrooms
 - Meeting rooms
 - ✓ Make sure that no employee is required to enter a designated *smoking* room while someone is smoking there.
 - ✓ Conduct cleaning and maintenance work in designated *smoking* rooms when smokers are not present

You must:

- Ventilate designated smoking rooms at a rate of at least 60 cubic feet per minute per smoker (calculated on the basis of the maximum number of smokers expected during the

course of a normal working day), which can be supplied by transfer air from adjacent areas.

- Maintain enough negative air pressure in designated *smoking* areas to prevent smoke from migrating into nonsmoking areas, at all times.
- Operate a separate mechanical exhaust system in designated *smoking* rooms, to make sure exhausted air moves directly outside, and does not recirculate into nonsmoking areas.
- Prohibit use of the designated *smoking* room if the mechanical exhaust system is not working properly, until repairs are completed.

Note: This ventilation rate is recommended for occupancies of no more than seven people for every 100 square feet of net occupied space in the designated smoking room.

[Statutory Authority: RCW [49.17.010](#), [\[49.17.040\]](#), and [\[49.17.050\]](#) . 01-11-038, § 296-800-24005, filed 5/9/01, effective 9/1/01.]

WAC 296-800-24010 Control tobacco smoke that comes in from the outside.

You must:

- Use *engineering or administrative controls* to minimize the amount of tobacco smoke that comes into your office(s) from outside the building.
- Make sure that outside smoking areas used by your employees are not close to doorways, air intakes, and other openings that may allow airflow directly into an office.

Note: Administrative controls change the way workers do their job, reducing work exposure to potential hazards. This includes such things as:

- Job rotation
- Wetting down dusty areas
- Having employees shower after exposure to potentially harmful substances
- Maintaining equipment properly
- Cleaning up work areas to control the effect of potential hazards
- Engineering controls let you plan or physically change the machinery or work environment to prevent employee exposure to potential hazards. This includes any modification of plant equipment, processes, or materials to reduce employees' exposure to toxic materials or harmful physical agents.

[Statutory Authority: RCW [49.17.010](#), [\[49.17.040\]](#), and [\[49.17.050\]](#) . 01-23-060, § 296-800-24010, filed 11/20/01, effective 12/1/01; 01-11-038, § 296-800-24010, filed 5/9/01, effective 9/1/01.]